



Agenda

Board Meeting, May 1, 2014 (Jane's Birthday)

At the Fairgrounds – enter thru Gate near Expo Bldg

If you want to tour the buildings please arrive by 5p.m. All buildings will be open

Committees will meet at 5:30p – Board will meet at 6:00p

Prayer

1) Roll Call – Jane

2) Approval of Agenda and Minutes of Last Meeting

3) Approval of Financial Report, Bills to be Paid, Checks and Contracts to be signed

Are there any contracts we don't have finalized, signed and to Patti?

4) Welcome the Junior Fair Board

WE WILL TRY ONE MORE TIME TO TAKE A BOARD PICTURE WITH EVERYONE

Comments from Guests if they have issues to raise...

5) Old Business --

a) **Cathy and John Ludwig report on meeting with Kim Blaylock** about lights, fence and parking at the fairgrounds.

b) **Booth costs for Board members...**how about ½ price booth space rentals for Board Members?

c) **Update on Painting underneath the Grandstands**, and other changes at the fairgrounds – Glenn Jones

Can we get the ceiling tile repaired in the fair office and a new coat of paint on the walls? Scraping walls on stage in CA Bldg? Move Photo wall?

6) New Business

a) Fundraising Update -- Review and Update Sponsors' List for the Fair Book. Wes, Tim, Carl Copies provided.

b) When do we start cleaning up at the fairgrounds? **Carl and Kaye – can you give leadership here – tell us what needs to be done by the board.**

c) Who gets volunteer lists for organizing passes?

d) Volunteers for working in the Cultural Arts Bldg and South Grandstand...

e) Planning for the Distribution of Marketing Materials – **Tim and Jerry** – supplies needed: boxes for each board member, large rubber bands to bind 25 copies of bookmark and programs, list of where materials are to be taken – each board member needs to tell us where they will be taking materials.

i.e. My list will include: Putnam Farmers COOP, Dipsy Doodle Restaurant, Algood Diner, Bank of Putnam County, Dr. Kenneth Wood's Office, Dr. Childress's Office, Tractor Supply in Cookeville, Putnam County Farm Bureau Office on Veteran's Drive and S. Willow – **Each board member please bring your list and give to Tim and Jerry at the board meeting. (master list will save us time)**

f) Report on Planning

Media locations on the grounds? David

Volunteers – Patsy – What's needed to staff gates, other volunteer needs?

Junior Fair Board – Brenda – Guidelines for the Jr. Fair Board

Fairest of the Fair – Gina – Is everything ready?

Entries – Kaye – Do we have enough volunteers? Food for Volunteers,

Who is free to help with entries/food on Saturday, August 2?

Sponsorship – Wes, Cathy, Carl and Tim – How much have we raised? Donor banners.

Public Relations and Marketing – David – Herald Citizen Insert

Operations – Kim – Passes, Contracts for Cleaning and Parking

Events – Cathy – any last minute changes?

Security for the Concert; Snow Bird at the Fair;

Commercial and Educational Events – Patsy

Talent at the Fair – Gina and Jane

g) Final Budget – Copies provided.

h) We still need help with fundraising – advertising for a new board member #15 who will take Kaye Sliger's board position in the fall—John Ludwig thought he might know someone who would help us with this?

The Putnam County Fair Board is seeking a new board member to support the fundraising process. The successful candidate will have above average computer skills, ability to compose, create and process letters to potential sponsors, thank you letters, and reports to sponsors. The individual will maintain all sponsorship records and support other fair board members fundraising work. Good interpersonal skills are a must, and the ability to work with a wide variety of volunteers and customers. Experience in Word and Excel spreadsheets a must. The job will require up to 10-12 hours of work per month, attendance at all Fair Board Meetings, and availability to work at the ten day Putnam County Fair. Position to be filled as soon as possible.

i) What about a fair cup? Passes with Blue Coast on them?

j) Dates for 2015 Fair -- *July 30 – August 8, 2015*

k) Committee Assignments for Operations or Events

Do we have volunteers who want to chair –

Operations

Events

Public Relations and Marketing

Volunteers

Junior Fair Board

Advisory Board

Sponsorship

New Member Selection

Future Board Meeting Dates are:

Thursday, June 5 (process marketing materials for distribution) at the fairgrounds?

Thursday, July 10—critical that every board member be present for fair work assignments.